



**Government of
The Virgin Islands of the United States
Department of Human Services-Division of Family Assistance-Certification Unit**



St. Thomas

DHS, Certification Unit
1303 Hospital Ground, STE 1
St. Thomas, VI 00802-6672
Email: certoffice.stt@dhs.vi.gov
Phone: 340-774-2399 or 340-774-0930

St. Croix

DHS, Certification Unit
4102 Mars Hill
Frederiksted, VI 00840-3375
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St. John

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Contant Cruz Bay, St. John
Email: certoffice.stt@dhs.vi.gov
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**CHECKLIST FOR ECAP- ENERGY CRISIS ASSISTANCE PROGRAM
(ELECTRIC & GAS)**

To be considered eligible for ECAP, the following documents are required for **each adult member in the household:**

- US Birth Certificate / Naturalization Certificate / Passport / Voter's Registration Card
- Social Security Card
- Social Security Benefit Letter (current year)
- Pension or Retirement quarterly or yearly statement
- Last 2 Retirement stubs (VI Government Retiree)
- Unemployment check stubs (if receiving)
- Last 2 check stubs if paid bi-weekly
- Last 4 check stubs if paid weekly
- Child Support Income
- Financial Assistance Income
- DHS Lease/Rental contract (if renting)
- DHS Friend & Neighbor Form (if you own)
- Landlord Form
- Current Unpaid Electric Bill
- Current Gas receipt

Criteria for ECAP (Energy Crisis Assistance Program):

- Applicant must be a US Citizen/ Resident of the Virgin Islands
- Applicant must be 60 years or older or have a senior residing in the household or 18 years & older with a disability
- Disabled individual must be receiving benefits through Social Security/Veterans Affairs or Welfare [CASH programs or Aid to the Aged, Blind or Disabled (AABD) grant] through the Department of Human Services
- Program will not be responsible for late notices and past due bills once on the program.
- When applying for the first time for electric assistance (**WAPA**), DHS will pay the client's bill to a zero balance. It is the client's responsibility to provide the electric bill every other month to the Certification Unit. The electric bill is paid by the program every other month.
- When applying for gas assistance, it is the client's responsibility to provide the last receipt for gas purchase, each time a request for gas assistance is presented. Gas assistance is provided 2 times per year.
- Applicants recertify annually 1 month prior to the anniversary date of expiration for continued eligibility.

Income Qualifications:

- Household of 1 - (<\$25,000 before taxes)
- Household of 2 or more – (<\$40,000 before taxes)

Eligibility will be determined based on total Household Income, age requirement and disability status.